INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 880331-02

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date 03/17/88	Ga. State Merit System of Personnel Admin. Applicant Services Division 200 Piedmont Avenue, Room 418-West Tower Atlanta, Georgia 30334	Application Number 82-60-A
Application Number		Date Received MAR 31 1988 · Date Completed MAY 25 1988

2. Person to Contact	Working Title	Telephone Number
Marcelline D. Warren	Office Supervisor	656-2728

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. XXX Amend Application No. 82-60 . Check One: XXX Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest 11/86 Latest Current

5. Records Series Title *(followed by title used in office; if different)*

Employment Examination Scanner Graded Test Answer Sheet File

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Administering written and performance examination for Merit System job classifications for State of Georgia employment purposes.

Included are: Scanner graded test answer sheets

File is arranged: Chronologically by date test results entered into computer system.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __75__; Seven to twelve months old __15__; Thirteen to twenty-four months old __0?__; twenty-five months and older __0__?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* __20 cu. ft.__

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X			If not, where is it? _____
X			b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X		c. Is this a vital record?
	X		d. Does this series have historical or long term research value?
		X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X		f. Is the information contained in this series ever published? If yes, attach copy.
		X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X		i. Is this series (or a major portion of it) regularly microfilmed?
X			j. Does the record series result in a computer printout? Info. results in Lists of Eligibles & various GEMS reports.

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need ___2___ years.

c. Federal law _____ years.   f. Federal retention instructions ___2___ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

29 C.F.R. 1602.31 (State and Local Governments) - 2 years

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _Calendar Quarter_ ; then,

GES 4/22/88

☒ Hold in the current files area __12__ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold ___12___ ~~years; then~~ months; then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the Attorney General, this record must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
[signature]	3/28/88	_[signature]_	3/24/88

880331-02

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
	State Auditor/Designee _[signature]_	5-9-88
82-60-A	Secretary of State/Designee _Edward Weldon_	5/2/88
	Attorney General/Designee _[signature]_	_[date]_

AR-50-71; Rev. 76   (Reverse Side)

APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date 3/10/82	Ga. State Merit System of Personnel Admin. Applicant Services Division Room 572 244 Washington Street, S.W. Atlanta, Georgia 30334	**Application Number** 82-60
Application Number 82-001		**Date Received** MAR 1 6 1982 **Date Completed** APR 2 7 1982

2. Person to Contact	Working Title	Telephone Number
Jeanie Johnson	Office Supervisor	656-2728

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. __378__ 79-103 Check One: ☒ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest: July 1977   Latest: Present

5. Records Series Title (followed by title used in office; if different)

Employment Examination Scanner Graded Test Answer Sheets File

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.

7. Record Series Description   This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: administering written examinations for Merit System Job Classes & entering the results into the computer system.

Included are: scanner graded test answer sheets, manually graded test add sheets, and documents used for grading test variations (no form names or numbers).

File is arranged: chronologically by date data entered into computer system, thereunder alphabetically by applicants surname.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __200__; Seven to twelve months old __5__: Thirteen to twenty-four months old __1__; twenty-five months and older __0__?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____: Legal-size drawers _____; Shelves _____; Other (specify) 15 cu. ft.

YES	NO	10. Questionnaire (Place an "X" in the proper column)		
X		a. Is this the official copy of the series? If not, where is it?		
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code 40-2703		
	X	c. Is this a vital record?		
	X	d. Does this series have historical or long term research value?		
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?		
	X	f. Is the information contained in this series ever published? If yes, attach copy.		
-	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.		
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?		
	X	i. Is this series (or a major portion of it) regularly microfilmed?		
X		j. Does the record series result in a computer printout? Info. results in List of Eligibles & various GEMS reports.		

11. Retention Requirements   The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 years.
c. Federal law	_____ years.	f. Federal retention instructions	2 years.

Attach copy or excert of laws or regulations. Explain administrative need.

    29 C.F.R. 1602.31 (State and Local Governments) - 2 Years

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other __2 months__ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold __22__ ~~years, then~~ months; then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action
        brought by the Equal Employment Opportunity Commission or the Attorney
        General, this record must be retained until final disposition of the
        charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
[signature]	3/10/82	[signature]	3/10/82

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 82-60		State Records Committee (Signature)	Date
	State Auditor/Designee	[signature]	3-23-82
	Secretary of State/Designee	Carroll Hart	3-22-82
	Attorney General/Designee	[signature]	4-1-82